



May 1, 2021

*******Job Announcement*******

Position: **Lead General Ledger Accountant**

Component: **Administrative/Fiscal Department**

Qualification/Responsibilities:

Bachelor's degree in Accounting, finance, business administration or related field. Two (2) to five (5) years related experience and /or training: or equivalent combination of education, and experience and/or training. Coordinate all general ledger activity by obtaining and processing all approved accounts payable vouchers, accounts receivable reports (i.e. cost reimbursement reports, federal draw request, invoices, etc.) and other approved disbursements and documents that meet generally accepted accounting principles and approval. Record and submit for approval to the Grants Accountant/Fiscal Officer all journal entries to the general ledger. Maintain a comprehensive inventory of all the agency's asset purchases in all programs (Federal, State, Local and Agency). Knowledge of depreciation schedules, disposals, etc. Record all agency disbursements (checks) and deposits via GMS and submit to the Grants Accountant/Fiscal Officer for review and approval. Process and disburse purchase orders after purchase requisition approvals by the Grants Accountant/Fiscal Officer. Disburse signed agency checks and complete vendor packages in a timely manner. Reconcile all general ledger accounts (including liability accounts) and the accounts payable module (including reviewing the aging of invoices) in order to ensure proper close-out prior to month end for accurate reporting to funding sources. Investigates and correct unusual items. Responsible for verifying allowable In-Kind (*Non Federal Match*) submitted by the Fiscal Clerk. Prepare schedules and assist with annual audit and individual program monitoring. Assist the Grants Accountant/Fiscal Officer with special projects and programs when needed or required, i.e., LIHEAP, Community Support, etc. Maintain and update the computer financial system including implementing daily back-up procedures and also assist involving other agency computer hardware and software issues.

Benefits: Regular full time exempt employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

Annual Salary: \$42,315 - \$58,302 (Annual Salary Range)

Pre-Employment Requirements: **Background Check, Substance Abuse Testing and References Required**

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.
1000 MAIN STREET, P. O. BOX 1808
FOREST PARK, GEORGIA 30289-1808**

"Equal Opportunity Employer"